

U.S. Department of Labor

Employment and Training Administration
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Reply to the Attention of: IIPJC

November 21, 2005

REGION 2 PRH SUPPLEMENT

1.1R4

TO: ALL REGION II JOB CORPS OUTREACH, ADMISSIONS
DIRECTORS
ALL REGION II OA OPERATORS

SUBJECT: Revised Format for Monthly Outreach and Admissions (OA) Narrative
Reports

1. **Purpose:** To release the new format for reporting monthly Outreach and Admissions Activity Report
2. **Background:** The Regional Office has made changes to the Outreach and Admissions reporting format. The monthly statistics section has been changed to include a Geographic Assignment Plan (GAP) analysis and a listing of pending arrivals. The format for monthly activities reporting, center visits, staff changes, and significant events has been changed.
3. **Action:** Effective immediately, Outreach and Admissions operators are required to use the revised format (attached) when submitting their monthly OA reports. The reporting date remains the 10th day of each month. The initial report will be due on 12/10/05. Copies should be sent your Government Authorized Representative, Regional Director and the Division Chief of Operations at: intrepidi.lynn@dol.gov and calvo.peter@dol.gov . The Region will also be making available an electronic format that users can access directly from the Region 2 website.
4. **Inquiries:** Any questions regarding this Supplement should be addressed to your Project Manager.

LYNN INTREPIDI
Regional Director
Office of Job Corps

Attachment

OUTREACH/ADMISSIONS MONTHLY NARRATIVE REPORT
(Due by the 10th of each Month)

CONTRACTOR NAME:	
REPORTING PERIOD (Month/Year):	

1. CONTRACT ANALYSIS

Percent of Contract Year Completed	
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	MONTHLY				CONTRACT YEAR-TO-DATE		
	Arrivals	Goal	% of Goal		Arrivals	Goal	% of Goal
Males							
Females							
TOTAL							

2. GEOGRAPHIC ASSIGNMENT PLAN ANALYSIS

(Identify centers in your GAP plan; then list all additional centers under “Other”)

GAP Center	Annual Goal	MALES		Annual Goal	FEMALES		Annual Goal	TOTAL	
		Arrivals to Date	% of Goal		Arrivals to Date	% of Goal		Arrivals to Date	% of Goal
Other Center									

3. GAP Center Capacity Maintenance (Month/Program Year)

GAP Center	Contract OBS	Weekly OBS	Cum OBS	Strategies to Achieve Capacity if under 100% OBS

7. **SIGNIFICANT EVENTS** (e.g., fairs, workshops, etc.):

EVENT DATE	ACTIVITY	LOCATION	PURPOSE

8. **ISSUES/CONCERNS:**